

**RADIO ROAD BEAUTIFICATION
MUNICIPAL SERVICE TAXING UNIT (MSTU) ADVISORY COMMITTEE**

BY LAWS

ARTICLE I

Name

The name of this Advisory body shall be the Radio Road Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee

ARTICLE II

Jurisdiction

The Advisory Committee shall function as an advisory body to the Board of County Commissioners (BCC) and is governed under Ordinances 96-84 as amended. The Committee will make recommendations to the BCC in matters related to Beautification Projects in the Radio Road MSTU area, preparation of bid documents, management of contracts, and managing the annual budget. The BCC shall have the final authority over the actions of the MSTU.

ARTICLE III

Officers and their Duties

Section 1. The officers shall consist of a Chair and Vice-Chair.

Section 2. The Chair shall preside at the meetings and shall have the duties normally conferred by parliamentary usage of such officers.

Section 3. The Chair may call special meetings, appoint subcommittees, and act as a liaison with government bodies and other related committees.

Section 4. The Chair shall have the privilege of discussing all matters before the Committee and shall have the same voting rights as all Committee members.

Section 5. The Vice-Chair during the absence of the Chair or the Chair's inability to serve, exercise all the duties and powers of the Chair.

Section 6. The full Committee may participate in the election process and vote.

Section 7. The Advisory Committee shall adopt procedures by which it shall operate.

ARTICLE VI

Election of Officers

Sections 1. Nomination of Chair and Vice-Chair shall be made from the floor at the annual organization meeting in February of each year, and the election shall be held immediately thereafter.

Section 2. A candidate receiving the majority vote shall be declared elected and shall serve a term of one (1) year, or until a successor shall take office. An Officer is eligible for reelection if the term of the Advisory Committee is extended.

Section 3. Vacancies in the position of Chair and Vice-Chair shall be filled immediately by regular elections procedures.

Section 4. The Chair or Vice-Chair may be removed by a super majority of the Committee with or without cause.

ARTICLE V

Committee Structure and Meeting Requirements

Section 1. The Radio Road Beautification MSTU Advisory Committee shall consist of five (5) members.

Section 2. Committee Appointments - Appointment of members to the Advisory Committee shall be by resolution of the BCC, which resolution shall set forth a date of appointment. Each appointment shall be for a term of three years. Appointments to fill any vacancies on the Advisory Board shall be for the remainder of the unexpired term.

Section 3. Regular Meetings – Regular meetings of the Advisory Committee shall be held on the second Monday monthly at the Berkshire Lakes Master Association Clubhouse at 495 Belview Boulevard, Naples, FL 34105. The meetings will begin at 3:00 p.m. If a regular meeting is required to be held at a time and location other than what is specified herein, notice will be provided at least 72 hours prior to the meeting and posted on the County website.

Section 4. Special Meetings – Special meetings of the Advisory Committee may be convened by the Chair upon giving notice thereof.

Section 5. Notices – Notices of an Advisory Committee meeting shall be given to all members and to the Public at least seventy-two (72) hours in advance of the meeting. At any meeting, the Committee may set a future meeting date. Staff may provide notices and agendas to members at least seventy-two (72) hours prior to meetings.

Section 6. Attendance – Members may notify the Staff Liaison if they cannot attend a meeting. If a member misses two (2) successive Committee meetings without a satisfactory excuse, he/she may forfeit his/her appointment.

Attendance is preferred in person but may occur telephonically provided that (1) there is a quorum of the Committee members physically present; and (2) the members who are present both authorize the participation by telephone, and find that the absence was due to “extraordinary circumstances.” Once approved to participate, the absent member can conduct themselves in the same manner as if they were present, including making motions and voting on items.

Section 7. Quorum – A quorum of the Advisory Committee shall consist of three (3) members and an affirmative vote of a majority of those present and voting shall be necessary to pass any motion. In the absence of a quorum, those members present may review the agenda items and make recommendations that may be reviewed for approval by the Advisory Committee at its next meeting where there is a quorum present.

Section 8. Voting – Voting shall be by voice vote, or show of hands, if necessary, and may be recorded by individual (or group).

Section 9. Meetings - All meetings shall be open to the public to encourage public awareness and participation.

Section 10. Minutes - Minutes shall be taken at all Advisory Committee meetings. Voice recording of meetings is acceptable. A written record of meetings, resolutions, findings and determinations shall be kept for the Advisory Committee.

Section 11. Documents - The Public Transportation and Neighborhood Enhancement staff shall assist with preparation, duplication, and distribution of materials necessary for meetings. Copies of all Advisory Committee minutes, resolutions, reports and exhibits shall be submitted to the Clerk’s Office and posted on the County Website for public viewing.

Section 12. Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

Section 13. Agendas – Agendas are set by the Chair with coordination with the Staff Liaison. Members may send agenda items request to the Staff Liaison prior to the publishing of the Agenda. Otherwise, the agenda may be change at the meeting prior to approval of the Agenda.

ARTICLE VI

Order of Business

- I Call to Order and Pledge of Allegiance
- II Roll Call
- III Approval of Agenda
- IV Approval of Minutes
- V Budget Report
- VI Project Manager Report
- VII Other Report(s)
- VIII Old Business
- IX New Business
- X Public Comments on items NOT on the Agenda
- XI Members Comments
- XII Adjourn

Next Meeting Date

ARTICLE VII
Public Participation

All Radio Road Beautification MSTU Advisory Committee meetings will be public meetings as required by Florida Statutes. Participation by the Public is encouraged and to be fair to all wishing to participate, the following rules shall apply when receiving public comment.

Section 1. Public Comment on Items on the Agenda - During each portion of the agenda the Chair may open the meeting for public comments.

- a. The Chair shall declare when the floor will be open to public comments.
- b. The Chair shall declare when the public comments period for the Agenda item is closed for public comments. Once the item is closed for public comment there shall be no further comment from the floor.
- c. All persons wishing to speak on an Agenda item must register with the Staff liaison prior to the presentation of the Agenda item by completing a speaker's slip.
- d. Each public participant must identify themselves by name and address.
- e. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- f. There will no sharing of minutes among those present to extend the time permitted to speak.
- g. Once a participant has been afforded the opportunity to speak he/she may not speak again unless requested by the Chair.

Sections 2. Public Comment on Items NOT on the Agenda – A Public Comments section will be included in each agenda. During this portion of the meeting items that have not been brought forward previously or were not on the agenda may be discussed or raised by the Public.

- a. All persons wishing to speak on under public comments on items not on the Agenda must register with the Staff liaison prior to this portion of the Agenda by completing a speaker's slip.
- b. Each public participant must identify themselves by name, address, and specify subject matter.
- c. All registered speakers will receive up to three (3) minutes to speak unless the time is adjusted by the Chair.
- d. There will no sharing of minutes among those present to extend the time permitted to speak.
- e. Once a participant has been afforded the opportunity to speak he/she may not speak again unless requested by the Chair.

ARTICLE VIII
Amendment to By-Laws

Section 1. Any proposed amendment to the By-Laws shall be provided to every Advisory Committee member at least seven seventy-two (72) hours before it is voted on at a regular meeting.

Section 2. These Bylaws, and all amendments to the By-Laws, will become effective upon an affirmative vote of a majority of the quorum.

These By-Laws for the Radio Road Beautification MSTU Advisory Committee are hereby approved this _____ day of _____, 2018

Radio road Beautification MSTU Advisory Committee

By: _____ Date: _____
DALE LEWIS, Chair

By: _____ Date: _____
MARIA SCHOENFELDER, Vice Chair

By: _____ Date: _____
HELEN CARELLA

By: _____ Date: _____
HARRY WILSON

By: _____ Date: _____
FRANK COOPER

Attested by: _____ Date: _____
MICHELLE ARNOLD, PTNE Director